Members Present: Deb, Beth, Kaycie, Dena, Donna, Karen, Arlene, Terry, Dr. T

Members Absent: Ramona, Steve

Guests:

Additions to Agenda:

Approval of March Meeting Minutes: Motion by Beth: Seconded by: Wayne

Updates:

Rae Busch, Ramiro Alvarez, and Peter Johnson will be joining the Steering committee next year.

Sub group has been meeting for the in-service- kickoff event for the first year initiative project.

The session with start with an activity to show we all need to work together to make this project work effectively.

Then, participants will work in teams to brainstorm what student’s first year “experience” should be like, how it could be different for different kinds of students.

Data collected will be used in summer planning event for the project.

Steering committee assistance will be needed to help with getting the laptops running and on our web form. We will have groups of about 8 for a total of 32 groups. Beth will take the lead on getting the laptops coordinated.

As you participate in the groups, please try to help draw out everyone so we hear from all viewpoints. Everyone is important.

Strategy Forum Details:

First Action Project – Program Review

Well on the way to completing the charter. We were successful in recruiting a good group of volunteers. The second actions project (large capital equipment purchases) also has a good sized group. For the larger project, we need to have a sign-up at in-service so people can sign
up that day. Faculty will be paid for the summer meeting dates. We also need to have an electronic sign-up. The form will be a Mach Form so we will need to link to a website for each laptop.

SCC Action Project Guide-

Kaycie has done some revision on the guide. Please review and let Kaycie know if you have any edits to the document – specifically the section that talks about Roles of Team. She also added the charter template which has been revised slightly. The specific details should be in the “plan” and not in the charter so the team can be highly involved.

We discussed requirements for project reporting for all AQIP projects. How can we not be “burdensome” on smaller projects? We discussed many different reporting options.

Projects Less than 6 months:
Month 1 = Charter Due
Month 2 = Detailed Plan Due
End of Project = Final Report

Projects 6 – 12 months:
Month 1 = Charter Due
Month 2 = Detailed Plan Due
Midpoint Reports (2) – due dates set by the team
End of Project = Final Report

Basecamp will be the collaboration tool to share information and to provide transparency. Final reports should be shared at in-service events to keep the college involved in AQIP. Other reports can be written - team does not need to be present at the steering committee meeting to report. Please keep Action Project Guide in mind as we move forward- this will be a work in progress.

Reviewing the AQIP Process

We have followed the process we developed very closely so far- It has been very helpful to Kaycie so far.

First Year Initiative:

Need to survey students before they leave for summer. The survey will include open ended questions. We should ask instructors to add the link to D2L and encourage students to
complete it. Bring ideas to the April 11 inservice. We may also survey students who do not return after spring.

Kaycie will be leaving SCC in a couple of weeks. Last day will be April 11.

**Wrap-up/Three Questions:**

Improved Action Project Guide and reporting timelines.

Data – Flowchart

Action project reporting.